



# CAREER OPPORTUNITY

## Board of Supervisor's Office **POLICY ADVISOR**

*(Contract Position) Compensation Commensurate with Experience  
Up to \$60,000 annually*

**SAN BERNARDINO COUNTY** seeks a dynamic thinker and team player with knowledge and experience in governmental and legislative policy analysis to coordinate and assist executive management in the monitoring and development of policy recommendations in the areas of transportation, air quality, economic development, healthcare, and more.

The **successful candidate** will be a detail-oriented and strategic individual who understands and embraces the effectiveness of being a collaborative team player. This position requires a results-oriented problem solver who thrives in a fast-paced environment; an articulate communicator with excellent interpersonal skills and political acumen, who will be able to build trust, confidence, and credibility while working with all levels of staff in County departments, local cities, state, and federal agencies, as well as the Board of Supervisors and executive leadership on policy and key program initiatives.



## RESPONSIBILITIES

Monitor and analyze the annual County budget as well as agendas for boards and commissions within San Bernardino County to identify the need for and recommend new or revised policies.

Assist in the preparation of talking points and policy statements, review content for press releases as well as social and digital media posts.

Provide and report policy updates and changes; anticipate future policy changes and incorporate these changes into future recommended actions.

Collaborate with key policy stakeholders and community members to achieve successful policy outcomes.

Effectively present under diverse circumstances in meetings with governmental agencies, community groups, individuals, and various businesses, professional, and regulatory organizations.

Act as a liaison to County residents, addressing inquiries regarding county code, regulations, and ordinances to resolve community concerns.

Coordinate with County departments and other stakeholders to formulate, propose and promote policies that benefit departments, the County, and its citizens.



## KNOWLEDGE & SKILLS



Ability to identify and assess the role and goals of specific policy initiatives in the context of a broad agenda.



Ability to adhere to deadlines while adapting to incoming priority changes.



Ability to multitask and function effectively in a complex professional environment



Ability to synthesize complex information and research findings into concise, relevant, logical, and organized formats for analysis and discussion.



Ability to identify and resolve or minimize potential conflicts in goals and objectives, missions, and agendas.

## MINIMUM REQUIREMENTS

Bachelor's Degree in a related field of study.

Minimum of one year of relevant experience in policy, regulatory or compliance analysis in a governmental, non-profit, or private sector organization or professional public affairs position.

*Combination of the required experience, education, and training will be considered.*





# COMPENSATION & BENEFITS

San Bernardino County offers a generous benefit package which includes a competitive salary commensurate with experience up to \$60,000 a year.

## Retirement

- County pension ([www.sbcera.org](http://www.sbcera.org)) vested after five years of service.
- Retirement Reciprocity with CalPERS, CalSTRS, and 1937 ACT plans.
- 401(k) Defined Contribution Plan with 2 for 1 match, up to 8% of the base salary.
- 457(b) Deferred Compensation Plan with County contribution 1 times Employee contribution, up to ½%.
- Retirement Medical Trust (RMT) County Contribution (based on service hours).

## Medical [\(Exempt Level C Benefit Package\)](#)

- Medical and Dental Insurance for the employee and eligible family members with premium subsidies.
- County paid Vision Insurance for employee and eligible family members.

## Additional Benefits

- County paid basic life insurance with voluntary supplemental life insurance options including accidental death and dismemberment.
- County paid short-term and long-term disability benefits.
- 14 paid holidays (13 fixed, 1 floating)
- 80 hours of administrative leave with a cash out option.
- Traditional Leave Package with up to 160 hours of vacation accruals annually (based on service hours) with cash out option, paid sick leave with unlimited accrual.

## To Be Considered

This is a confidential process and will be handled accordingly throughout all stages of the recruitment process.

**Priority Review Date: Monday, January 3, 2022**

(Resumes will be accepted until the position is filled)

Interested candidates must submit a cover letter and a comprehensive resume in PDF format to:

**[ExecRecruit@hr.sbcounty.gov](mailto:ExecRecruit@hr.sbcounty.gov)**

Only the most qualified candidates will be invited to interview. References will not be contacted until mutual interest has been established and a reference release form is completed.

Questions should be addressed to:

Gina King ([gina.king@hr.sbcounty.gov](mailto:gina.king@hr.sbcounty.gov)) - Silvia Zayas ([szayas@hr.sbcounty.gov](mailto:szayas@hr.sbcounty.gov))



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